Georgia Technology Authority

PeopleSoft Asset Management

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09/30/04

Asset Management Overview

- Po's can be selected to send information over to the AM module. The staff must mark it as an asset and select an appropriate profile ID.
- When the PO voucher is posted, information is sent to the "pre-interface" via the nightly batch process.
- Pre-interface data is sent to the interface in the Friday night batch flow.

Asset Management Overview

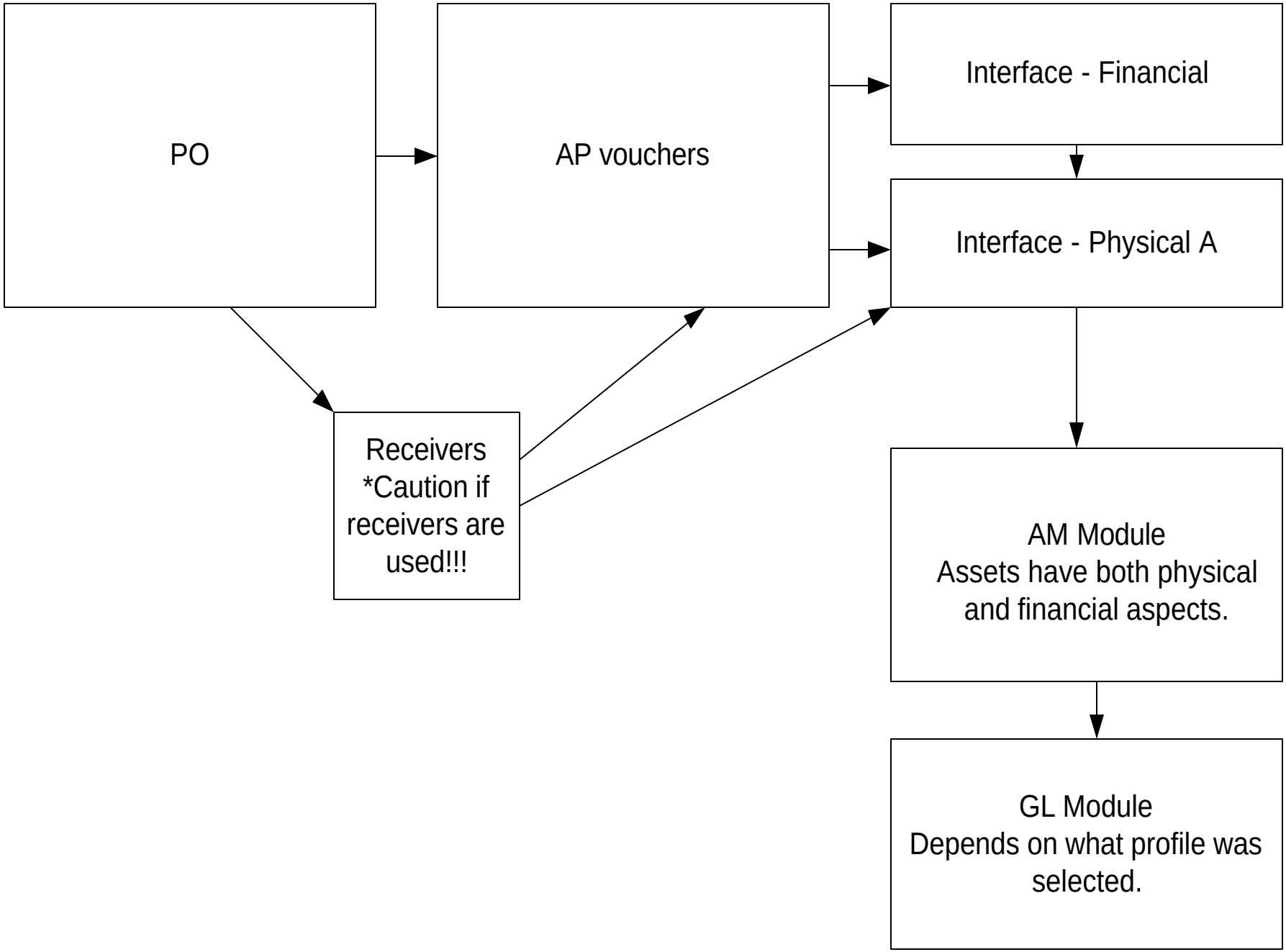
- The agency will have one week to work with the data in the interface.
- The agency can unitize, consolidate, mark as errored, or let the data pass into the AM module.
- If the data is errored out, a manual add or adjustment will most likely be needed in the AM module.
- Notice the data in the interface is either financial or physical in nature.

Asset Management Overview

- Unitize: One line in the interface with multiple quantity is broken out to individual lines in the interface which will become multiple asset Ids .
- Consolidate: Multiple lines in the interface that are rolled together to create one new line which will become one asset id.
  - You may consolidate one line to one line if you are looking to adjust the quantity.

Asset Management Overview

- Interface data will be passed to the AM module on the next Friday night batch flow.
- Once in the AM module, select assets will pass accounting entries to the GL based on the profile ID that was selected.
- Note: while the AM module has hard edits for profile/ dollar amount combo's, PO and AP only receive a soft edit…they may save with the wrong profile selected.


PO
AP vouchers
Interface - Financial
Interface - Physical A
Receivers
*Caution if receivers are used!!!
AM Module
Assets have both physical and financial aspects.
GL Module
Depends on what profile was selected.

Critical Dates

- Accounting Date
- Transaction Date (Trans Date)
- In Service Date
- Acquisition Date
- Journal Date

Critical Dates – Accounting Date

- The accounting date will normally be the current open (financial) period.
- If the asset came over from AP, the date will be anchored as the voucher's accounting date.
- Many reports and some queries are driven off of this accounting date.
- If the data is "delayed" in the interface, the accounting date may be last month or previous to when the asset arrives in the module.

Critical Dates – Transaction Date

- The transaction date should be when the financial transaction occurred. This date can be back dated.
- If the asset came over from AP, the date will be anchored as the voucher's invoice date.
- Some reports are driven off of this transaction date. It is not the best date to use since previously run reports can change when new assets hit previous months.

Critical Dates – Transaction Date

- Cost adjustments will also have a transaction date which needs to be considered in light of depreciation processes (life to date vs. remaining value covered later).

Critical Dates – In Service Date

- The in service date should be when the asset was placed in service.
- If the asset came over from AP, the date will be anchored as the voucher's invoice date.
- This date is critical for when depreciation starts. It will always start the following month.
- NOTE: If the data is "delayed" in the interface, depreciation may be lost. An out of balance scenario may occur.

Critical Dates – Acquisition Date

- The acquisition date should be when the asset was acquired.
- If the asset came over from AP, the date will be anchored as the voucher's invoice date.
- Some of the reports simply display this date.
- Informational only. No financial transactions use this date.

Critical Dates

- AP invoice date translates into the AM in-service date, transaction date, acquisition date.
- AP accounting date translates into the AM accounting date.

Critical Dates – Journal Date

- This date is only for those assets that are sent to the GL.
- The user cannot select this date.
- Some reports are driven by this date.
  - If the report says G/L or General Ledger, it is driven by this date.

Profile ID….all important.

- The profile ID establishes:
- Which books are selected.
- Which category is selected.
- Which assets send accounting entries to the GL (based on the books).
- Which assets depreciate and for how long.

Profile ID

- A “SMALLVALUE” profile ID is selected.
- This asset should be less than 5K.
- This asset will NOT capitalize (no GL entries).
- This asset will NOT depreciate.
- This asset will have books of “SMALLVALUE” and “STATE”.
- This asset will have a category of “SVAL”.

Profile ID

- A “SMALLCOMP” profile ID is selected.
- This asset should be less than 5K.
- This asset will NOT capitalize (no GL entries).
- This asset will NOT depreciate.
- This asset will have books of “SMALLVALUE” and “STATE”.
- This asset will have a category of “SVAL”.

Profile ID

- A “MACH” profile ID is selected.
- This asset should be 5K or more.
- This asset will capitalize (GL entries).
- This asset will depreciate over the useful life (5 years).
- This asset will have books of “GOVT” and “STATE”. The govt book will generate accounting entries.
- This asset will have a category of “M&E”.

Profile ID

- A “COMP” profile ID is selected.
- This asset should be 5K or more.
- This asset will capitalize (GL entries).
- This asset will depreciate over the useful life (3 years).
- This asset will have books of “GOVT” and “STATE”. The govt book will generate accounting entries.
- This asset will have a category of “M&E”.

Profile ID

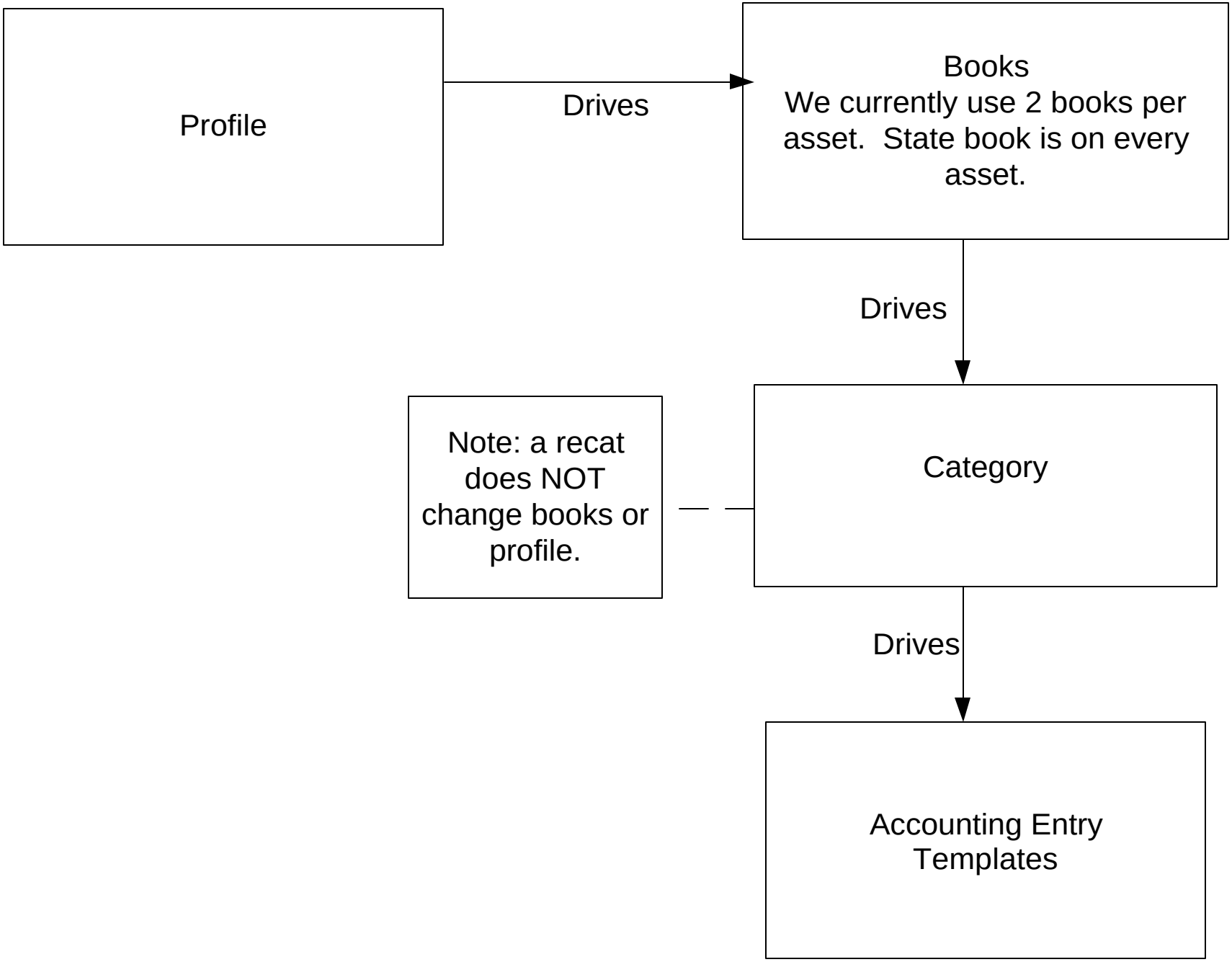
- A “BLDG” profile ID is selected.
- This asset should be 100K or more.
- This asset will capitalize (GL entries).
- This asset will depreciate over the useful life (31.5 years).
- This asset will have books of “GOVT” and “STATE”. The govt book will generate accounting entries.
- This asset will have a category of “BLDG”.

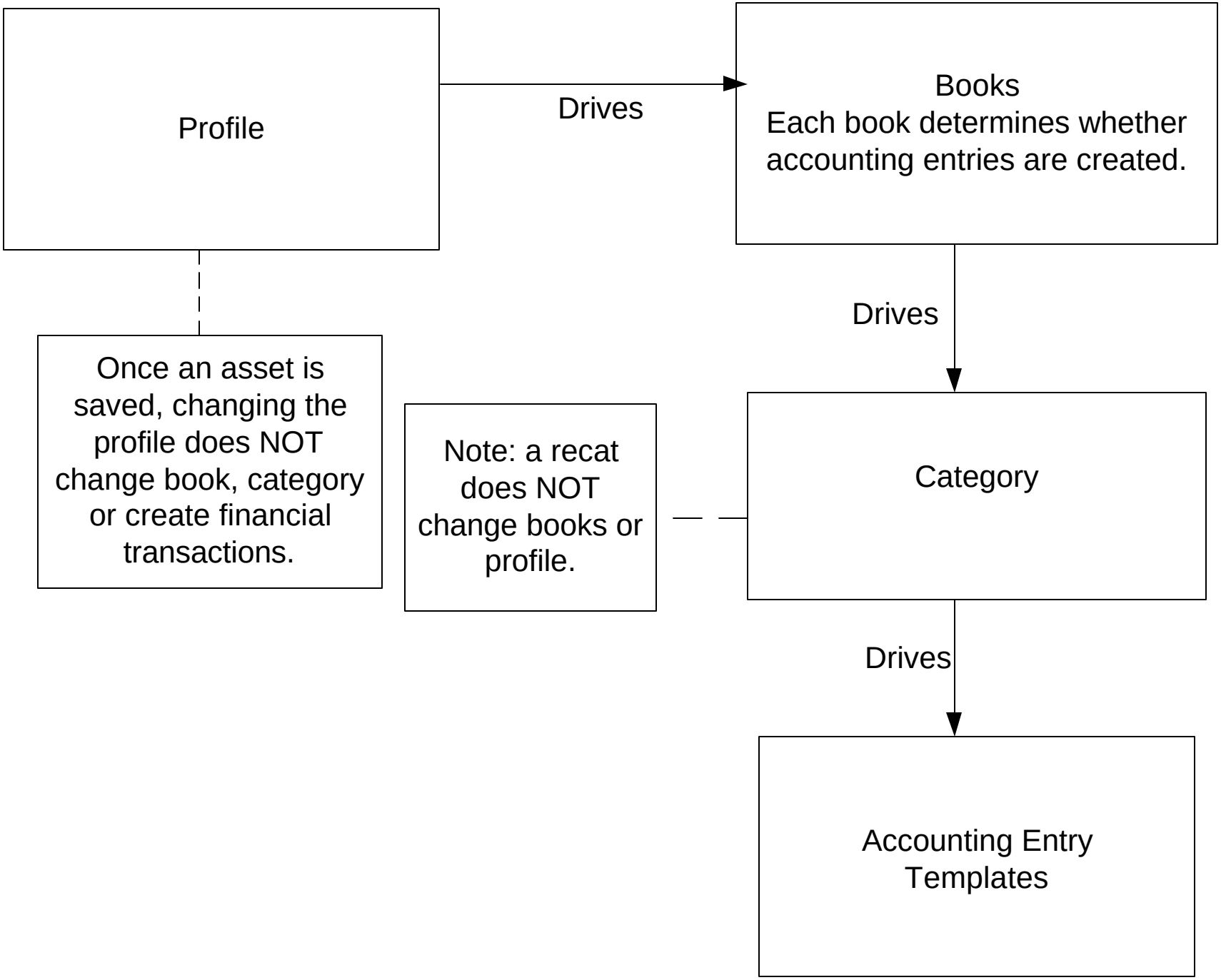
Profile ID

- A “BLDG_NON” profile ID is selected.
- This asset should be less than 100K.
- This asset will NOT capitalize (no GL entries).
- This asset will NOT depreciate.
- This asset will have books of “SMALLVALUE” and “STATE”.
- This asset will have a category of “SVAL”.

Profile ID

- Proprietary agencies should select profile ID's ending in "Z". These entries will book to the "GAAPACTUAL" ledger.
- Only DOAS, GTA, and the Merit System are proprietary.
- Governmental agencies will book to the "GFAAG" ledger.


Profile
Drives
Books
We currently use 2 books per asset. State book is on every asset.
Drives
Note: a recat does NOT change books or profile.
Category
Drives
Accounting Entry Templates


Profile
Drives
Books
Each book determines whether accounting entries are created.
Drives
Once an asset is saved, changing the profile does NOT change book, category or create financial transactions.
Note: a recat does NOT change books or profile.
Category
Drives
Accounting Entry Templates

Depreciation

- The depreciation process runs at the end of every month for THAT month.
- The profile id drives which assets create depreciation expense accounting entries.
- The in-service date is critical for when depreciation starts.
- The State uses the following month convention.
- The State uses the straight-line depreciation method.

Depreciation

- An asset is added in the system on 9/30/04 with a cost of $6,000.00, profile ID of MACH, and an in-service date of 9/6/04.
- At the end of this month, no depreciation will occur since the following month convention is used.
- At the end of Oct., $100.00 depreciation expense will occur.

Depreciation

- An asset is added in the system on 9/30/04 with a cost of $6,000.00, profile ID of MACH, and an in-service date of 8/6/04.
- At the end of this month, $100.00 depreciation expense will occur since the following month convention is used.
- At the end of Oct., $100.00 depreciation expense will occur.

Depreciation

- An asset is added in the system on 9/30/04 with a cost of $6,000.00, profile ID of MACH, and an in-service date of 1/6/04.
- At the end of this month, $100.00 depreciation expense will occur for Sept., AND $700.00 in “prior period depreciation” will occur (Feb – Aug).
- At the end of Oct., $100.00 depreciation expense will occur.

Depreciation

- An asset is added in the system on 9/30/04 with a cost of $6,000.00, profile ID of MACH, and an in-service date of 1/6/94.
- At the end of this month, $6,000.00 in “prior period depreciation” will occur. No regular depreciation.
- At the end of Oct., no depreciation expense will occur. The asset is fully depreciated.

Questions?

- This presentation will be available on the GTA Phoenix website.
- http://phoenix.gagta.com
- Help desk number is 1-888-896-7771 or 404-657-3956
- dbarber@gta.ga.gov